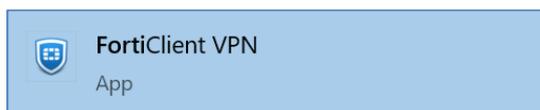


Map My H Drive

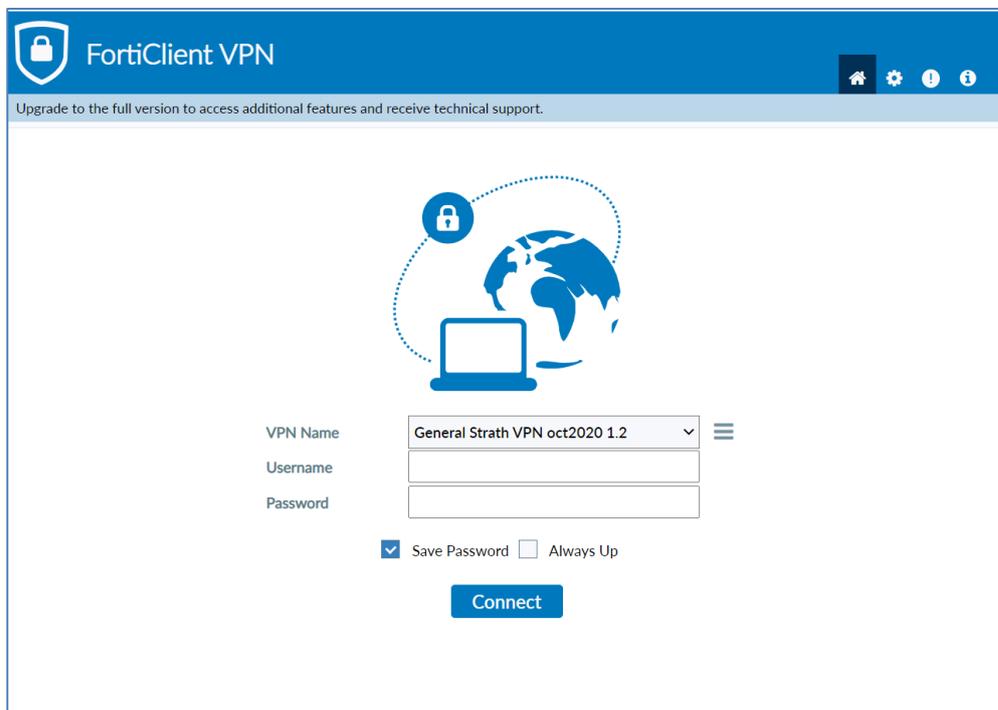
This applies to centrally managed laptops only.

Start FortiClient VPN

1. From the **Start Menu**, click on **FortiClient VPN**:



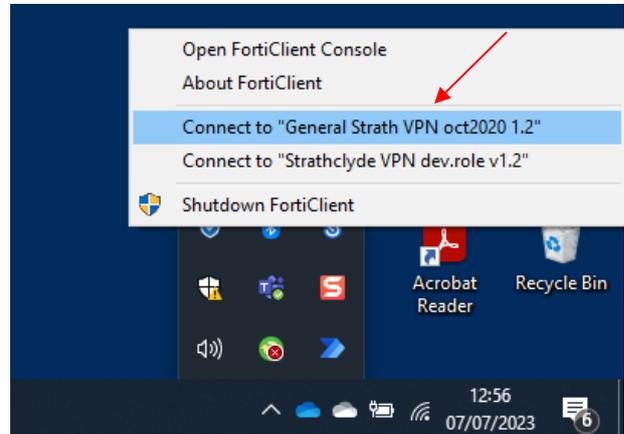
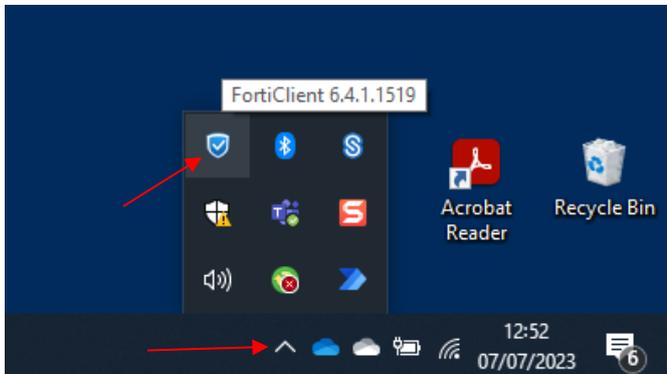
2. Ensure the **VPN Name** is set to **General Strath VPN oct2020 1.2**.
3. Enter your **DS Username** and **Password**.
4. If you tick the **Save Password** box you won't have to enter your username and password the next time you start FortiClient.
5. Select the **Connect** button.



Connect to VPN via the system tray

If the FortiClient password is saved, you can:

1. Open the system tray and right-click on the FortiClient icon,
2. then connect directly on to the VPN (General Strath VPN oct2020 1.2)



Add the 'Map my H: drive' shortcut - notes

Once the VPN has connected, the laptop will sync.

- The sync may take about 10 to 15 mins.
- It may take longer if you haven't used the VPN for a while.
- You can use your laptop while the sync runs because it runs in the background.

When the sync completes, you should see a new shortcut called **Map my Hdrive**.

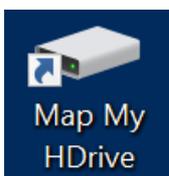
* There is no need to re-run the shortcut when next accessing the H: drive, just connect to the VPN.

* It is possible that the shortcut is already present on your laptop.

How to Map the H: drive

Once the shortcut appears:

1. Double click on **Map My HDrive**.



2. You may see a window flash past very quickly. This is the drive being mapped.
3. Open Windows File Explorer.
4. Select **This PC** in the navigation pane on the left.
5. The H: drive should be visible under **Network locations** on the right of the screen.

Note: the H: drive is a network drive, so the VPN must be connected to access the files.

Note: OneDrive for Business doesn't need a VPN. We strongly recommend transferring your H: drive data to OneDrive for Business.